

RESOLUTION NO. 6298

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF SOUTH PASADENA ADOPTING GUIDELINES FOR  
COMMENDATIONS, CERTIFICATES, PROCLAMATIONS AND DEDICATIONS**

**WHEREAS**, the City receives many requests from organizations and the public seeking recognition honoring events, organizations and individuals; and

**WHEREAS**, the City Council of the City of South Pasadena acknowledges the need to formalize a policy on issuing commendations, certificates, proclamations and dedications.

**NOW THEREFORE**, the City Council of the City of South Pasadena does hereby resolve that a policy and procedure entitled, Guidelines for Commendations, Certificates, Proclamations, Dedications, attached hereto as Exhibit 1 is hereby adopted.

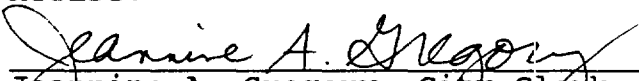
**Section 1.** This resolution shall become effective immediately upon its adoption.

**Section 2.** The City Clerk shall certify to the adoption of this resolution.

**APPROVED AND ADOPTED** this 1st day of February, 1995.

  
Amedee O. Richards, Jr., Mayor

**ATTEST:**

  
Jeannine A. Gregory, City Clerk

I hereby certify that the foregoing resolution was duly adopted by the City Council of the City of South Pasadena at a regular meeting held on the 1st day of February, 1995.

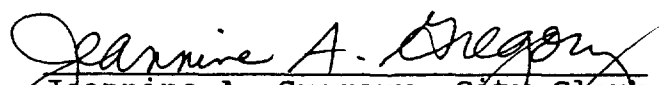
**AYES:** Emory; Cohen; Zee and Mayor Richards

**NOES:** None

**ABSENT:** Knapp

**ABSTAIN:** None

File # 1001-B

  
Jeannine A. Gregory, City Clerk

**EXHIBIT 1**RESOLUTION NO. 6298  
Page 2**CITY OF SOUTH PASADENA****Guidelines for Commendations, Certificates  
Proclamations, Dedications**

Requests for proclamations and certificates are generated by members of the public, community organizations or directly from Councilmembers. Requests shall be put in writing and distributed to the City Council.

**GUIDELINES FOR RECOGNITION:**

In making the determination for issuing city recognition the significance of the event or the contributions of the individual to the community shall be considered.

The following types of requests may receive recognition:

**Community Events, Community Organizations**

**Athletic/Academic Accomplishments**

**Acts of Heroism**

**Non-profit Organizations, Yearly Commemorative Events**

**Eagle Scouts and Golden Arrow Scouts**

**City Commissioner Appointments and Resignations**

**Ethnic Celebrations**

**Milestone Birthdays or Anniversaries**

**Regional Events and Recognition for Other Cities**

The Mayor will provide direction to staff in accordance with these guidelines. Any Councilmember shall notify the Mayor if he/she has any objections. At which time, the Mayor shall agendize the matter for discussion.

**FORMS IN WHICH THE RECOGNITION CAN BE PREPARED:****CERTIFICATES**

Certificates are prepared in response to the type of recognition desired. These include Certificates of Appointment, Certificates of Recognition, Certificates of Appreciation and Certificates of Achievement.

The Mayor, in accordance with the guidelines set forth by the City Council, will determine if a certificate shall be issued and direct staff to prepare the Certificate. Presentations will be agendized if the recipient can be present at the meeting.

**Guidelines for Commendations, Certificates,  
Proclamations and Dedications**RESOLUTION NO. 6298  
Page 3**PROCLAMATIONS**

Proclamations contain several biographical or informational paragraphs. These are typically used for bringing attention to a particular subject by proclaiming something on a certain day, week or month. For example: Fire Prevention Week; Older American Month. Proclamations are also used for individual recognition.

The Mayor, in accordance with the guidelines set forth by the City Council, will determine if a proclamation shall be issued and direct staff to prepare the proclamation. Presentations will be agendized if the recipient can be present at the meeting. In some instances, a proclamation is presented at the event by the Mayor or his/her designee.

**HAND PRINTED PROCLAMATIONS**

Proclamations prepared professionally by hand are to be used only in special circumstances. They may be considered for elected officials leaving office, retiring management personnel and in recognition of distinguished community leaders.

**RESOLUTIONS**

A resolution is a formal, written action of the City Council and must be agendized for a vote. All resolutions are numbered and placed in the official book of Resolutions. If a Resolution is used to provide recognition, it is only used in the most significant cases. Primarily used for outgoing Councilmembers or in memoriam.

**CITY TILE PLAQUE**

The City Tile Plaque is an appropriate means of recognizing a retiring city employee or an individual for distinguished service and may be appropriate for dignitaries visiting from other states or countries. The Mayor provides direction to staff when it is deemed appropriate.

**DEDICATION OF MEETING**

There are times when a meeting is dedicated to the memory of an individual. The Mayor with Council concurrence, provides direction to staff. When a meeting is dedicated, a notation appears on the agenda, and the Mayor announces the dedication. After the meeting, an appropriate letter is sent to the family acknowledging the dedication.

**CERTIFICATES PRESENTED BY COMMISSIONS**

Certificates may be presented by a Commission if a majority of the City Commission is in favor of the presentation. Essentially used to recognize volunteer service, worthwhile contributions or outstanding behavior. Council will receive notification of the recognition presented.